

CSC Adopted: April 2003, CSC Revised: _____**Class Title: Neighborhood Development Specialist****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Work involves facilitating, coordinating, and promoting programs designed to create viable and livable neighborhoods throughout the City of Norfolk. Represents citizens and civic groups in conducting business with various city departments. Designs programs and services to support civic league initiatives for neighborhood development.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Responds to public inquires regarding neighborhood programs and citizen-based education and training offered through the City's Neighborhood University program.
2	S	Devises and evaluates course curricula for programs and classes sponsored by Neighborhood University.
3	S	Recruits qualified facilitators and instructors for Neighborhood University.
4	S	Assists in publicizing neighborhood programs by preparing written articles, press releases and making public presentations.
5	S	Coordinates and monitors eligibility and reporting requirements for federal grant programs that support neighborhood development initiatives.
6	S	Conducts research for development of new programs to obtain needed funding through public or private agencies.
7	S	Monitors city funded neighborhood programs to determine compliance with agreements; evaluates needed improvements by reviewing records, observing progress and meeting with civic organizations.
8	S	Assists neighborhood groups or service agencies in resolving issues, priorities, or problems by providing information, facilitating community meetings, coordinating program implementation or coordinating information dissemination among the division, city agencies, community groups, and citizens.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional field. Knowledge is normally acquired through four years of college resulting in a bachelor's degree in liberal arts or equivalent.
Experience	One-year experience in planning and developing community outreach activities desired.
Certifications and Other Requirements	Valid driver's license
Reading	Work requires the ability to read reports, correspondence, and general business documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as calculate percentages.
Writing	Work requires the ability to write memos and other documentation.
Managerial	Managerial responsibilities include prioritizing work to meet deadlines.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of staff.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the city, which may be involved in decision making or providing approval or decision making authority for purchases or projects. Extensive contact with citizens and community groups.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Fax, filing, inventory
Sitting	F	Computer, desk work, filing
Walking	O	Fax, filing, inventory
Lifting	R	Office supplies, inventory, files, books, manuals
Carrying	R	Office supplies, inventory, files, books, manuals
Pushing/Pulling	R	Inventory, filing
Reaching	R	Inventory, filing
Handling	R	Office supplies, inventory, files, books, manuals
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	R	Inventory, filing
Crouching	R	Inventory, filing
Crawling	N	
Bending	R	Inventory, filing
Twisting	R	To/from computer
Climbing	N	
Balancing	R	Inventory, filing
Vision	C	Computer, desk work, reading, writing, filing, use of office equipment
Hearing	C	Telephone, co-workers, staff, supervisor, citizens, community groups
Talking	C	Telephone, co-workers, staff, supervisor, citizens, community groups
Foot Controls	F	Driving
Other (specify)	N	

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Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	S
Fire Hazards	N	Fumes and Odors	S
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)